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BUILDING SERVICE BRANCH--MONTHLY OPERATIONS REPORT

FOR THE PERIOD 26 March 63 25 April 63 ILLEGIB

DATE PREPARED 26 April 63

	DOCUMENTS	LINE ITEMS	
REQUISITIONS PREPARED (FORM 88)	<u>178</u>	<u>497</u>	
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	<u>190</u>	<u>1,251</u>	
BACK ORDERED		<u>11</u>	ILLEGIB
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	<u>4,367</u>	<u>16,651</u>	
BACK ORDERED		<u>157</u>	ILLEGIB
GSA REQUISITIONS PREPARED (FORM 1458)	<u>9</u>	<u>113</u>	
MOVE REQUESTS (FORM 17)			
CARRIED FORWARD	<u>278</u>		
RECEIVED	<u>1,193</u>		
PROCESSED	<u>1,354</u>		ILLEGIB
PENDING	<u>117</u>		
TYPEWRITER REPAIR REQUESTS	<u>149</u>		
FURNITURE REPAIR REQUESTS	<u>30</u>		
ELECTRIC OFFICE MACHINE REPAIRS	<u>653</u>		
RECEIVING DOCUMENTS PROCESSED			
FORM 88	<u>206</u>	<u>839</u>	
FORM 1458	<u>276</u>	<u>581</u>	
FORM 17	<u>78</u>	<u>131</u>	
OPERATIONAL SUPPLY ROOM			
PTI (FORM 1707)	<u>20</u>	<u>42</u>	
LOAN REQUISITIONS (FORM 88)	<u>50</u>	<u>63</u>	

PERSONNEL

TOTAL NUMBER OF PERSONNEL
SICK LEAVE USED
ANNUAL LEAVE USED
EMERGENCY LEAVE USED



25X9A2

25X1A1a

FUNDS BEGINNING
TOTAL NUMBER OF MEN
TOTAL HOURS WORKED 1,196 1/2 \$1.40
FUNDS REMAINING



EGIB